

INSTRUCTIONS: HOW TO FILE PAPERS WITH THE COURT FOR DISSOLUTION OF A NON-COVENANT MARRIAGE (DIVORCE) WITHOUT MINOR CHILDREN

STEP 1: Make **1** copy of the “Family Court Cover Sheet” after you have filled it out.

Make **2** copies of the following documents after you have filled them out:

- “Sensitive Data Sheet”
- “Summons”
- “Preliminary Injunction”
- “Petition for Dissolution of Marriage (Divorce) Without Children”
- “Notice Regarding Creditors”
- “Notice of Right to Convert Health Insurance”

STEP 2: SEPARATE YOUR DOCUMENTS INTO THREE (3) SETS:

SET 1 - <u>ORIGINALS</u> FOR CLERK OF COURT: <ul style="list-style-type: none">• “Family Court Cover Sheet”• “Sensitive Data Sheet”• “Summons”• “Preliminary Injunction”• “Petition for Dissolution of Marriage (Divorce) Without Children”• “Notice Regarding Creditors”• “Notice of Right to Convert Health Insurance”	SET 2 - <u>COPIES</u> FOR SPOUSE: <ul style="list-style-type: none">• “Sensitive Data Sheet”• “Summons”• “Preliminary Injunction”• “Petition for Dissolution of Marriage (Divorce) Without Children”• “Notice Regarding Creditors”• “Notice of Right to Convert Health Insurance”
SET 3 – <u>COPIES</u> FOR YOU: <ul style="list-style-type: none">• “Family Court Cover Sheet”• “Sensitive Data Sheet”• “Summons”• “Preliminary Injunction”• “Petition for Dissolution of Marriage (Divorce) Without Children”• “Notice Regarding Creditors”• “Notice of Right to Convert Health Insurance”	

STEP 3: FILE THE PAPERS AT THE COURT:

GO TO: GO TO THE COURT TO FILE YOUR PAPERS:
You should go to the court at least two hours before it closes. You may file your court papers at the following Superior Court locations:

Clerk of Superior Court
1400 E. Ash St.
Globe, AZ 85501
(928) 402-8866
Monday-Friday
8:00a-5:00p

Clerk of Superior Court
714 S. Beeline Hwy, Ste. 104
Payson, AZ 85541
(928) 474-3978
Monday-Friday
8:30a-12:00p, 1:30p-4:30p

FILE: Go to the Clerk of the Superior Court filing counter to file your documents.

FEES: There is a filing fee and service fees for all Petitions. If you think you are entitled to a fee deferral (postponement or payment plan), you may request a deferral of the filing fees at the time you file your papers with the Clerk of the Court. The Filing Counter has the deferral forms.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with the filing fee in cash, check or a Money Order.

MAKE SURE YOU GET THE FOLLOWING BACK FROM THE CLERK:

- Your Set of Copies
- Your Spouse's Set of Copies

IMPORTANT: If you are a Pro Per Litigant and want to receive your paperwork from the Court electronically (via e-mail), fill out the “Pro Per Litigant(s) Electronic Distribution” form.